



MANITOU SPRINGS ANNEXATION REQUEST SUBMITTAL INSTRUCTIONS and CHECKLIST

A pre-application conference shall be scheduled with the Planning Staff prior to annexation submittal for non-substantive input and to obtain Manitou Springs' Senate Bill 45 Annexation Plan, Vision Plan, Zoning Ordinance, Subdivision Regulations, and other pertinent planning documents. While this checklist may be helpful, it is not designed to be a substitute for the Code provisions. Applicants are expected to review the details of the planning documents and the applicable State law in preparation for an application. Informal presentations of the annexation concept may be made to the Planning Commission and City Council for preliminary feedback. The following information needs to be provided at the pre-submittal meeting:

- 1) Existing zoning and use of the site and adjacent zoning and land uses
- 2) Conceptual site layout and use(s)
- 3) Existing and proposed access locations
- 4) Existing and proposed utilities locations
- 5) Existing contours and proposed grades (FIMS data may be used)
- 6) Vicinity map
- 7) Calculation of land area in square feet and in acres (to the nearest 1/100th of an acre) to determine if annexation will require public vote.

By 5:00 p.m. on the published submittal date, the following information, as specified in Manitou Springs' Senate Bill 45 Annexation Plan shall be provided to the Planning Department:

- ☐ 1) Completed Development Review Application form with nonrefundable Annexation and Zoning fees.
- ☐ 2) Letter of explanation.
- ☐ 3) Vicinity Map.
- ☐ 4) Annexation petition.
- ☐ 4) Preliminary annexation agreement.
- ☐ 5) Proposed zoning.
- ☐ 6) Conceptual development plans.
- ☐ 7) Site plan of the proposed annexation area.

One copy up to 11"x 17", or three copies over 11"x 17" and up to 24"x 36" and a reduced size (not to exceed 11" x 17"), of site plans or graphics (drawn to scale) shall be submitted for an Annexation request.